

# WEEKLY REPORT TO THE TOWN COUNCIL

Week ending December 22, 2011

## INTERIM TOWN MANAGER'S REPORT

Town staff (myself and Paul Mood) met with Dr. Paul McElligott from the Fountain Hills School District regarding a proposed student research project that involves aerial ballooning photography to observe javelina migration patterns in Fountain Hills. Dr. McElligott is working with local and federal agencies to make sure that all laws and regulations are followed in this process. The Town will assist in communication efforts to inform any neighbors that may be in the observation area of the purpose of the camera so they do not become alarmed. The projected observation area is around the middle school and high school and should not affect residential areas at this time. Future studies may be in the area of the school bus barn (by the Community Theater) which does not have a residential impact. The school will be notifying the neighborhood.

A staff budget kick-off meeting was held on Wednesday, December 21, to start the process of putting together the FY12-13 budget in preparation for the Council retreat on January 26, 2012. The objective is to provide the Council with a preliminary estimate of revenues and fixed expenditures for the next fiscal year as a start for developing Council goals.

## ADMINISTRATION DEPARTMENT

### Finance

Current Year Revenues - All Funds					
	November FY2010-11	November FY2011-12	5 Month Budget	% of Budget	Change from Prior Year
General Fund	\$4,972,857	\$4,813,390	\$5,260,200	91.5%	-3.2%
HURF	\$567,067	\$483,610	\$484,355	99.8%	-14.7%
Dev Fees	\$15,595	\$1,593	\$36,915	4.3%	-89.8%
Special Revenue	\$161,782	\$162,638	\$625,000	26.0%	0.5%
Downtown Development	\$113,176	\$107,523	\$113,390	94.8%	-5.0%
Debt Svc MPC	\$725,603	\$212,459	\$343,835	61.8%	-70.7%
Debt Svc GO	\$715,628	\$525,684	\$600,043	87.6%	-26.5%
CIP	\$184,521	\$147,452	\$5,863,371	2.5%	-20.1%
Grand Total All Funds	\$7,456,228	\$6,454,348	\$13,327,108	48.4%	-13.4%



<b>Current Year Expenditures - All Funds</b>					
	<b>November FY2010-11</b>	<b>November FY2011-12</b>	<b>5 Month Budget</b>	<b>% of Budget</b>	<b>Change from Prior Year</b>
General Fund	\$5,249,358	\$4,733,601	\$5,248,396	90.2%	-9.8%
HURF	\$494,905	\$449,255	\$532,624	84.3%	-9.2%
Dev Fees	\$0	\$6,575	\$29,167	22.5%	0.0%
Special Revenue	\$181,633	\$153,228	\$640,448	23.9%	-15.6%
Economic Development	\$39,489	\$25,693	\$88,068	29.2%	-34.9%
Debt Svc MPC	\$7,152	\$10	\$1,671,645	0.0%	-99.9%
Debt Svc GO	\$1,890	\$1,000	\$600,426	0.2%	-47.1%
CIP	\$392,147	\$281,320	\$7,100,016	4.0%	-28.3%
Grand Total All Funds	\$6,366,573	\$5,650,683	\$15,910,791	35.5%	-11.2%

Compared to the same five month period last fiscal year, Town revenues for all funds are down 13.4%; the largest decrease is in Development Fee revenue which is derived from building activity. Although the percentage is significant, the dollar amount is not. The decrease in Debt Service MPC revenue is a result of the defeasance (payoff) of the bonds for the Town Hall. The sales tax that was allocated for the Town Hall debt payment is now in the General Fund. The decrease in General Fund revenues was anticipated as the 2010 Census reported a decline in population from 2005. The Town continues to maintain expenses that do not exceed available resources.

Sales tax collections for the five month period ending November, 2011 have pulled back from the prior few months where the Town was experiencing a sustained 3% increase over the prior year. Retail activity has dropped slightly from November 2010 and restaurant/bar activity has flattened. Miscellaneous activity includes those categories with less than 12 accounts (4) as well as others that are immaterial amounts.

<b>July - November Local Sales Tax Revenues</b>					
	<b>Jul - Nov FY2010-11</b>	<b>Jul- Nov FY2011-12</b>	<b>July -Nov Budget</b>	<b>Incr/Decr over Prior Year</b>	<b>% of Budget</b>
Construction	\$246,714	\$276,276	\$72,564	12.0%	380.7%
Transportation/Utilities	\$714,540	\$675,910	\$615,572	-5.4%	109.8%
Wholesale/Retail	\$1,269,028	\$1,258,779	\$1,544,452	-0.8%	81.5%
Restaurant/Bars	\$201,029	\$201,055	\$221,190	0.0%	90.9%
Real Estate	\$270,077	\$261,123	\$286,120	-3.3%	91.3%
Services	\$101,466	\$106,470	\$107,864	4.9%	98.7%
Misc.	\$200,819	\$229,078	\$292,500	14.1%	78.3%
Grand Total All Categories	\$3,003,673	\$3,008,691	\$3,140,262	0.2%	95.8%

**Licensing— New Business Licenses: 2**

In Town:

John D. Baker DBA The Negotiator Magazine-16123 E Gleneagle Dr

Out of Town:

Arizona Energy Pros, Inc. – Phoenix, AZ

Information Technology

New network equipment has arrived and IT staff is working to configure and test the equipment. The new equipment was included in the FY11-12 budget and will bring increased speed and redundancy to the Town's data network. Tentatively, staff is planning the installation and conversion to the new network to be completed the weekend of January 13, 2012. There should be minimal impact on the employees or citizens during the downtime.

Town Clerk— as of 5:00 p.m. on December 21, 2011

1. Following is a list of individuals who *have picked up* Recall Candidate Packets.

Reminder: Individuals become "official candidates" once their 1) nomination papers, 2) petitions, and 3) financial disclosure statements have been filed in the Clerk's office, which cannot occur earlier than December 14 and no later than the filing deadline of 5:00 p.m., January 13, 2012.

Richard Rutkowski

2. Following is a list of individuals who have filed either a \$500 Threshold Exemption Statement or Statement of Organization, which forms their Recall Candidate Political Committee. Political Committees' Chairs and Treasurers have also been listed.

Reminder: Filing either of the two forms mentioned above (#2) allows them to: (i) circulate petitions, (ii) receive or expend money, and (iii) distribute campaign literature.

RCPC 2011-01- Henry Leger; Chair: Janet Leger, and Treasurer: Karl Gaardsmoe

RCPC 2011-02- Richard Rutkowski; Chair: Bruce Hansen, and Treasurer: Robert Modic

3. Following is a list of Recall Council Candidates who have filed their nomination paper, nomination petitions, and financial disclosure statement by the 5:00 p.m., January 13, 2012 filing deadline.

**Recall Candidates:**

Henry Leger (incumbent—no filing required)

4. Following is a list of Mayor and Council Candidates who have filed their nomination paper, nomination petitions, and financial disclosure statement by the 5 p.m. December 14th deadline. These individuals' names were forwarded to Maricopa County Elections for placement on the March 13, 2012 ballot.

**Mayor Candidates:**

**Date Filed**

Dwight Johnson

12/12/11

Linda Kavanagh

12/13/11

**Council Candidates:**

Dennis Brown	12/5/11
Dennis Contino	12/14/11
Nick DePorter	12/12/11
Cassie Hansen	12/12/11
Mary J. Nickum	12/6/11
Nancy Ordowski	12/13/11
Cecil Yates	12/14/11

5. There were approximately twenty attendees at the December 19 Mayor and Council Candidate Campaign Finance Workshop, which was held in the Town Hall Council Chambers. Kristi Passarelli, Campaign Finance and Jurisdictional Manager for Maricopa County Elections, presented an overview of campaign finance and discussed the county's move towards consolidating precincts county-wide, which will provide a significant cost savings to the county. Fountain Hills will move from nine precincts to five. Bob Rodgers, the Town's Senior Planner, also attended and discussed a change in state law that now allows for placement of political signs in the right-of-way.
6. Maricopa County Elections has reserved use of the Council Chambers on February 9, 2012, from 9:00 a.m. to 4:00 p.m., for the purpose of poll worker training for the Presidential Preference Election, which will occur on February 28, 2012.

**Economic Development**

**Business Incubator (JumpStartBiz)** - Based on Council's direction at the December 15 meeting to move forward with an agreement to fund the incubator program, staff has reached out to Mike Tyler of Arizona Business Advisors in order to finalize items in the agreement, including deliverables. The meeting with Mr. Tyler will take place after the first of the year. Council will likely see the draft agreement at a February meeting.

**Business Attraction, Retail –**

**Project Colorful Buckets (Sherwin Williams)** - The new store manager is on site and preparing for start-up and an opening prior to the end of the year. Tenant improvements are keeping pace and the Building Safety Division continues to work closely with the contractor to ensure timely inspections.

**Project Submersible Pastries (Dunkin' Donuts)** - Dunkin' Donuts is still working on tenant improvements. Building Safety has been extremely responsive to their needs and has been on-site at least once a day to ensure the Town's portion of the project (inspections) is completed in a timely manner.

Dunkin' Donuts is working through the Planning & Zoning Division for special event signage (pennants, flags, banners, etc.). Planning & Zoning is working closely with them and guiding them through the permitting process to accomplish their desired goals of adding special signage and displays for their opening. Their opening appears to be on track for the next week.

**Senor Taco (second location)** - Senor Taco submitted several minor revisions to their plan this week. Staff has reviewed and approved the revisions, with a one day turn-around. Senor Taco was notified that their new building permit is ready for issuance. Senor Taco has indicated that their financing is set, a contractor has been selected, and they are anxious to begin construction.

**Business Attraction, Office –**

The Greater Phoenix Economic Council (GPEC) continues contacting the targeted businesses in Fountain Hills. The outreach and completed calls are behind schedule. A significant number of messages have been left and follow-up phone calls are anticipated. Staff is in contact with GPEC to strategize on how to get better participation. Due to the holidays and significant number of follow-up calls, a readjusted timeline for completion is anticipated.

## COMMUNITY SERVICES DEPARTMENT

### Community Center/Senior Services

The Republican Club held their meeting and Holiday party on Saturday, December 17.

The Center will be closed on December 24, 25, and 26.

The trains, trees, wreaths, and gingerbread houses are still on display until Wednesday, December 28.

Staff will be doing major maintenance and cleaning starting on Tuesday, December 27. This includes carpet squares replacement, painting, floor waxing, light bulb replacement, and wall repairs.

On Wednesday, December 21, Senior Services hosted an Armchair Travelogue entitled "Major Tourist Destinations Throughout Arizona".

Starting in January, Senior Services Advisory Commissioner Bill Whittaker will be heading up an effort to promote Activity Center 2012 membership and programs. He, along with other volunteers, will man a table in the lobby of the Community Center during the week from 9:00 a.m. to 1:00 p.m. They will provide information on the programs and activities offered through Senior Services, remind current members to renew their membership, and encourage non-members to join the Center.

### Parks

The Parks Division replacement groundskeeper, Wes Loyet, started on Monday, December 19. He will cover the Four Peaks Park and Desert Vista Park routine maintenance and assist Park Leads at the other two parks.

The liquid fertilizer application at **Fountain Park** continues this week and will be completed by Friday, December 23. The mowing contractor will also resume the regular Wednesday schedule mowing as the turf has dried up enough to let the mowers back in the park.

The **Greening of Downtown Phase 4** tree planting project started on Tuesday morning, December 20. The contractor had 20 Sissoo trees delivered and will install them along the interior walking path on the west side of Fountain Lake by Friday, December 23. Twenty more trees will be delivered next week, for a total of 40 trees installed along the interior walking path.

### Recreation

The first edition of the new *In the Loop* will be released on Wednesday, December 28, and will include information on Recreation programs, Senior & Boomer programs, Community Center events, and Special Events occurring during the month of January 2012. Since this is a monthly publication, content will match their publication schedule. An e-version of *In the Loop* will be available on the Town's website as soon as it is available.

The new *In the Loop* is the result of an informal partnership between the Town and Western States Publishing (*The Times, Let's Go!*) to produce a hard copy of *In the Loop* on a monthly basis for inclusion in *Let's Go!* that is inserted in *The Times* at the beginning of each month. *Let's Go!* also gets mailed to residents in sections of North Scottsdale at the beginning of each month and is available for free at racks throughout Fountain Hills and sections of Scottsdale. The cost of this new insert is being absorbed by Western States Publishing through ads that will appear at the bottom of *In the Loop*, and as a result there is no cost to the Town of Fountain Hills.

**Special Events**—Bryan Hughes met with Jeff Burns from the Arizona Disc Golf Club to discuss the upcoming **Fountain Hills Thrills** scheduled for the end of January and **“The Memorial Championship” presented by Discraft** scheduled for the end of February.

**Centennial Committee**—The Centennial Committee met again this week with the primary focus of continuing to finalize plans for the local Centennial Celebration which is scheduled for Sunday, February 12, 2012 from 3:00 p.m. to 5:00 p.m. in the Centennial Circle. One of the activities planned is to highlight the list of over 100 different local events that have either already taken place or will take place to locally celebrate the Arizona Centennial. Other planned activities include the dedication of the Centennial Circle and a number of new art pieces, performances by various musical groups, and an exhibit of items that will be placed in a time capsule and buried after the event to help commemorate the past 100 years locally.

**Centennial Circle**—Despite the work being affected by the third week of rain in a row, the contractor continues to work toward completing the project. All of the trees have been planted and staked, the drip irrigation system has been installed, and the decorative rock has been placed in the landscaped areas. The only remaining task in preparation of the site being dedicated at the Centennial Circle event is to pour three pads for several pieces of public art that will also be on display in the landscaped areas.

**Urban Trail Plan**—Staff has received the 60% completed plans for the Urban Trail Plan and is currently reviewing the plans. We will be providing comments on the plans back to the consultant, Olsson Associates, as they continue their work to complete the design of the overall trail plan, the individual trails and signage, and the overall trail signage by this spring. They will also be finalizing the design of the informational kiosks that will be located at each of the planned trailheads.

## DEVELOPMENT SERVICES DEPARTMENT

### Planning

Staff is processing a Temporary Use Permit application for “Tour D’Artistes” which will be a tour of 17 local artist’s galleries and studios. The tour will take place on March 24 and 25, 2012 and the proceeds will be used toward scholarships and donations to art students and programs in Fountain Hills.

Beeman Drilling plans to mobilize equipment to Arroyo Vista between the Colony Wash and Hawk Drive from December 26 to December 30 for a groundwater monitoring well within the right-of-way. Drilling will begin on January 2 or 3, 2012. Well construction is scheduled to be completed by January 13, 2012 with testing conducted the following week. The well is associated with requirements for the development of the State Trust Land and will be used to monitor a future Aquifer Storage and Recovery well to be located on the adjacent school property.

Dunkin Donuts is receiving final approvals this week and will be staging a Grand Opening celebration Tuesday, December 27, through Thursday, December 29. There will be a large inflatable coffee cup erected in front of the store as a part of the celebration.

Sherwin Williams has indicated that they are very nearly ready for their final approvals and hope to be open by the end of the year.

### Code Enforcement

Code Enforcement has opened 45 cases so far for the month of December. Staff was able to achieve voluntary compliance regarding the cleanup of overgrowth on a vacant lot that was determined to be a fire hazard over two months ago. Staff was informed by the owner of a home in town that had burned down several months ago that they expect to submit plans to rebuild within the next week or two. That property had been stagnant since they completed the demo work approximately two months ago.



### CAD/GIS

The GIS/CAD Division responded to a number of requests from the public and other Town departments. Projects included 10 aerial site plans, poster prints for upcoming Town meetings, resolving four address correction and street name problems assisting Maricopa County Assessor & County Elections, and providing Maricopa Association of Governments staff with updated Zoning Map data. Staff also continue inserting the ongoing accident report log into Intersection Magic.

### Facilities

Facilities staff worked a total of 109 man hours in the Library/Museum over the last two weeks performing deep cleaning in the restrooms, employee kitchen, and lobby. Staff assisted Library staff in moving furniture and hauling excess trash to the dumpster/recycle bins and replaced all the light bulbs and dead ballasts in the 25 chandelier fixtures and 14 can lights using a rented two-man electric boom lift.

Staff also replaced 36 track light bulbs in the Museum, replaced bulbs and ballasts in six Library parking lot lights, and replaced bulbs and ballasts in two Community Center and three Town Hall parking lot lights.

Additionally, staff completed 22 Maintenance Requests.

### Engineering

**RV Storage Facility on Panorama Drive**— Construction work has commenced on this project.

**Shea Climbing Lane**—The 1-year landscape maintenance warranty period has now been completed. Landscaping maintenance responsibility in this area is in the process of being turned over to the Town from ADOT and their contractor.

**Ellman ASLD Project Plans, 2<sup>nd</sup> Submittal review comment return**—The submitted master infrastructure work segment plans are being returned to the project designers. Those plans/comments being returned include grading, drainage, paving, landscape, and irrigation plans for Phase 1 of Fountain Hills Blvd. through the full project, the two new Park areas, as well as Richwood Drive and Ivory Drive adjacent to the two new Park sites. Most of the submitted plans were at the 2<sup>nd</sup> submittal review stage.

### Building

#### **Applications Received**

Fence	3
Pool	2
Water Heater	6
Electric	1
Solar	1
<b>Total</b>	<b>13</b>

#### **Permits Issued**

Water Heater	7
Gas	2
Solar	1
Sign	1
Fence	4
Addition	1
Pool	2
Electric	1
Tenant Improvement	1
<b>Total</b>	<b>20</b>